# Rider Characteristics FAQs

## Last Updated: 3 September 2021

**What are rider characteristics?**

Rider characteristics are information related to a rider’s gender, ethnicity, SEND and eligibility for pupil premium.

**Why is the Trust asking me to collect rider characteristics?**

It is a grant requirement from the Department of Transport that grant recipients must upload anonymised rider characteristics to Link (Grant terms and condition letter, paragraph 4g).

The collection of rider characteristics will help us secure what is needed to deliver our collective ambition to reach every child. Rider characteristics are vital to demonstrate our impact and we thank you for your support to work with the Trust to secure the future of Bikeability.

**When will it be compulsory to report rider characteristics?**

Rider characteristics must be reported on Link from **1 November 2021.**

**Why has this date been extended from 1 July 2021?**

After reviewing feedback from the industry, we will be implementing additional measures on Link. In order to allow us to make these development changes and for you to amend your processes, we have delayed compulsory reporting until 1 November 2021.

**What changes will be made to the reporting of rider characteristics?**

The following changes will be made:

1. **An additional “prefer not to say” field** will be added to each category. If a school or individual chooses not to disclose on one or more of these categories, this prefer not to say box may be used to submit your claim.
2. **Ethnicity will be extended** to include the same categories requested by the National Office of Statistics. This means amending the forms you may have already changed. You may wish to use the [**model rider characteristics monitoring form**](https://professionals.bikeability.org.uk/download/10061/) as a guide.

**Why has the supporting letter to schools changed?**

The Department for Transport have now agreed to include a prefer not to say option. We will now be able to continue to fund children and schools who do not provide rider characteristics.

**How do I collect rider characteristics?**

Please collect rider characteristics in line with your Data Protection and Privacy Statement, adhering to your GDPR approach.

In order to provide more support, we have outlined two options and created accompanying model forms. We recommend Option 1 as the most effective collection of data, but we recognise that you may find Option 2 or another solution more effective for your business.

Option 1: **Ask the school to report all rider characteristics** anonymously. This can either be done via the instructor with lead teacher / school office that is completed at the end of the training or emailed for completion.

* Download the [**model rider characteristics monitoring form for schools**](https://professionals.bikeability.org.uk/download/10061/)

Option 2: **Ask parents to report individual rider characteristics through their consent form**, before collating and anonymizing this data to report to the Trust.

* Download the [**model parental consent form, including rider characteristics**](https://professionals.bikeability.org.uk/download/10065/)

**Which courses should I collect rider characteristics for?**

Rider characteristics should be collected for the following

* Levels 1 – 3
* Balance
* Learn to Ride

For Family courses, you do not need to collect any rider characteristic.

For Adult courses, you need to collect gender and ethnicity. There will be a prefer not to say option.

**Do I collect data on booked or attended figures?**

Please report rider characteristics for attended figures only.

**I am already collecting rider characteristics, should I stop?**

No! We thank you for your commitment to demonstrate the need for additional funding for targeted interventions to vulnerable groups. We are grateful for your support as we approach funding negotiations for future years in the Autumn.

However, please note the changes outlined above and update your process and procedures in time for these changes to go live on Link on 1 November 2021. All current data must be uploaded by 31 October 2021, before Link changes.

**How do I collect data from courses which take place outside of a school setting?**

You can collect rider characteristics using our model parental consent form. We recommend you detach the rider characteristics sheet on collection to ensure anonymity.

**What happens on Link on 1 November 2021?**

On 1 November 2021, reporting of rider characteristics will be compulsary. Rider characteristic categories will change to reflect the ONS guidance. A prefer not to say option will be added to each category.

From this date, you will not be able to input data from previous categories. Please ensure all prior delivery with this data is uploaded to Link by 31 October 2021.

**How can I collect and report the new ONS data categories now?**

We encourage you to change your forms and processes prior to 1 November 2021. This will allow you to have everything in place ahead of the changes to Link.

If you collect data based on the new categories and wish to input these before changes go live on Link, please reassign the ONS data categories to the broader categories which are currently on Link.

Alternatively, if you can wait until 1 November 2021, please delay your reporting until the additional categories go live on Link.

**Can I opt out as a grant recipient?**

Collecting rider characteristics is essential for the future of Bikeability. We strongly recommend that you collect this data to support us to offer training to all children. However, you may opt out by submitting "prefer not to say" for all riders.

**What if I still have questions?**

Please get in touch with the Trust team by emailing [contactus@bikeability.org.uk](mailto:contactus@bikeability.org.uk) and we will be happy to support you with any concerns or queries.